



South St. Paul School Board Meeting
Monday, February 13, 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, February 13, 2023	
	B. Committee-of-the-Whole and Regular Meeting Minutes, January 23, 2023	3
III.	QUALITY-IN-ACTION and REPORTS	
	A. Quality-in-Action: Student Services department will present secondary trauma and the impact on educators. Secondary trauma is defined as the emotional duress that results when an individual hears about the first-hand traumatic experiences of another, it is not about what happens to you, it is about what you feel about what happens to someone else. (S. Bock)	
	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	18
V.	POLICY REVIEW	
VI.	BUSINESS ITEMS	

- A. Approval, for the South St. Paul School Board to approve the Acceptance of Gifts Resolution. (B. Zambreno) 22
- B. Approval, for the South St. Paul School Board to extend Wendy Felton's term on the Intermediate School District 917 School Board from June 30, 2023 to December 31, 2023. (B. Zambreno) 24
- C. Approval, for the South St. Paul School Board to approve the 2022-23 Student Teacher Agreement between South St. Paul Public Schools and the University of Minnesota. (J. Milteer) 26

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. CLOSED SESSION

- A. Closed Session per the Open Meeting Law (Minn. Stat. § 13D.03) for board orientation around negotiations and strategy and also discussion/review of parameters for clerical negotiations. (J. Milteer)
- B. Adjourn the Closed Session

IX. ADJOURN



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

January 23, 2023

Chair John Raasch called the January 23, 2023, committee-of-the-whole meeting to order at 5:00 PM with six Board members present: Claflin, T. Felton, W. Felton, Laliberte, Raasch, and Weber. Director Beerman arrived at 5:14 PM. Others present included Superintendent Brian Zambreno and several staff and community members.

Desired Daily Experience

Last fall, leaders from South St. Paul Schools (SSPPS) engaged with our stakeholder groups (students, families, and staff) to understand what they wanted their Desired Daily Experiences at SSPPS to be and how we can better support their needs. Superintendent Zambreno and Equity and Learning Director Chad Schmidt walked through the process that was used to create the Desired Daily Experience document and how this will serve as our north star in moving forward with our strategic plan.

Student Teacher Agreement

Learning Director Chad Schmidt reviewed an agreement between South St. Paul Public Schools (SSPPS) and the University of St. Thomas for a student teacher placement beginning in January 2023. The agreement, that will go before the School Board for approval this evening, aligns with SSPPS's Student Teaching Policy #437.

FY24 Budget Overview

Finance Director Brady Hoffman highlighted the 2023-24 budget planning timeline as well as a snapshot of enrollment trends, assumptions that will be used to prepare the budget and a 5-year budget projection model. Like many districts across the state and country, SSPPS is continuing to navigate declining enrollment. An enrollment study conducted last fall indicates declining birth rates as the largest factor contributing to reduced enrollment. SSPPS leaders are continuing to monitor other enrollment trends and align resources as appropriate.

Committee and Liaison Assignments

Board Members finalized their 2023 Committee and Liaison assignments that is on the agenda for approval this evening.

Committee Updates

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

The committee-of-the-whole meeting adjourned at 5:49 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 23, 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 23, 2023. 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.

PLEDGE OF ALLEGIANCE

The pledge of allegiance was recited.

MINUTES

By Member Weber

Seconded by Member W. Felton

That the South St. Paul School Board approves the January 23, 2023, School Board meeting agenda as well as minutes from the January 9, 2023, committee-of-the-whole and regular meetings.

Motion carried (7-0)

QUALITY-IN-ACTION

- Ben Kusch, Lead Designer for the Tri District Career and College Readiness Program provided an overview of the program before inviting several students to share highlights from their respective programs of Business & Entrepreneurship, Healthcare Careers, Transportation and Skilled Trade, and Computer Science.

REPORTS

Public Listening Session Report – Chair Raasch reported there were no listening session submissions.

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 highlights from around the district.

CONSENT ITEMS

By Member Beermann

Seconded by Member Weber

- A. Financial Claims—Bills Payable
- B. Staffing: Appointments, Resignations, Transfers, Retirements, Abolishments, and Leaves.
- C. Revisions to Superintendent Contract

Motion carried (7-0)

BUSINESS ITEMS

By Member Weber
Approval, for the South St. Paul School Board to approve the 2023-24 Budget Guiding Change Document.
Motion carried (7-0)
Seconded by Member Laliberte

By Member Weber
Approval, for the South St. Paul School Board to approve the Acceptance of Gifts Resolution.
Motion carried 7 yeas – Laliberte, T. Felton, Beermann, Weber, W. Felton, Claflin, and Raasch
0 nays
Seconded by Member Claflin

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

By Member Beermann
Approval, for the South St. Paul School Board to approve the 2023 School Board Committee and Liaison Assignments.
Motion carried (7-0)
Seconded by Member Claflin

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 Beermann
Approval, for the School Board to adjourn the January 23, 2023, meeting at 6:43 PM.
Motion carried (7-0)
Seconded by Member Weber

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: February 13, 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: February 13, 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: February 13, 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: February 13, 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

<u>CHECK NUMBER</u>	<u>AMOUNT</u>	<u>DATE</u>	<u>CHECK VENDOR</u>
201926	303.96	01/26/2023	AMAZON CAPITAL SERVI
201927	115.50	01/26/2023	ANDERSON, JULIE
201928	82.00	01/26/2023	ANDERSON, KEVVAN
201929	138.87	01/26/2023	BACHMAN'S
201930	111.00	01/26/2023	BAUMAN, LYNN
201931	73.50	01/26/2023	BEBEAU, BRENDA
201932	156.00	01/26/2023	BELL, DANIEL
201933	173.00	01/26/2023	BERTHIAUME, DAVID
201934	2,406.24	01/26/2023	BIX PRODUCE COMPANY
201935	146.00	01/26/2023	BOWMAN, BRADLEY
201936	90.00	01/26/2023	BREAKDOWN SPORTS USA
201937	101.00	01/26/2023	BREWSTER, GEORGE
201938	118.00	01/26/2023	BROADWAY, SALADIN
201939	101.00	01/26/2023	BROWN, BRUCE
201940	156.00	01/26/2023	CANEFF, JAKE
201941	2,627.67	01/26/2023	CANON FINANCIAL SERV
201942	1,238.54	01/26/2023	CARPER, ROB
201943	7.99	01/26/2023	CHROMEBOOKPARTS.COM
201944	65.00	01/26/2023	CITICARGO & STORAGE
201945	14,301.33	01/26/2023	CITY OF SOUTH ST PAU
201946	101.00	01/26/2023	CORBETT, CHARLES
201947	69.88	01/26/2023	CULLIGAN-MILBERT COM
201948	156.00	01/26/2023	DAHLSEIDE, EVAN
201949	95.77	01/26/2023	DAKOTA COUNTY ENVIRO
201950	287.72	01/26/2023	DECKER TAPE PRODUCTS
201951	87.00	01/26/2023	FELTON, WENDY
201952	5,120.04	01/26/2023	FOLLETT SCHOOL SOLUT
201953	365.39	01/26/2023	GENERAL PARTS INC
201954	82.00	01/26/2023	GERADS, TRAVIS
201955	165.41	01/26/2023	GRAPHIC EDGE DBA GAM
201956	33.60	01/26/2023	GROTH MUSIC CO
201957	150.00	01/26/2023	GRS FOUNDATION - ROB
201958	95.00	01/26/2023	GULENCHYN, MICHAEL
201959	480.00	01/26/2023	GUTZMAN, DEB
201960	250.00	01/26/2023	HARDING ATHLETICS
201961	64,425.24	01/26/2023	HEALTH PARTNERS
201962	87.00	01/26/2023	HOHLE, DAVID
201963	95.00	01/26/2023	INGRAM, BRIAN
201964	104,302.31	01/26/2023	INTERMEDIATE DISTRIC
201965	64.00	01/26/2023	JOHNSON, JAY
201966	173.00	01/26/2023	KAEHLER, MICHAEL
201967	118.00	01/26/2023	KLINGSPORN, TODD
201968	95.00	01/26/2023	KUHN, JOE
201969	52.95	01/26/2023	LAKESHORE LEARNING M
201970	118.00	01/26/2023	LALIBERTE, DAMON
201971	19,329.42	01/26/2023	LOFFLER COMPANIES
201972	290.00	01/26/2023	LORENZ RECOGNITION
201973	115.50	01/26/2023	MARTINI, JENNIFER
201974	173.00	01/26/2023	MCKINLAY, SHANE
201975	51.87	01/26/2023	MCMASTER-CARR SUPPLY
201976	82.00	01/26/2023	MCNAUGHTON, NATHAN
201977	240.00	01/26/2023	MDE - MCIS
201978	680.00	01/26/2023	MEDICINE LAKE TOURS
201979	113.12	01/26/2023	MI TECHNOLOGIES, INC
201980	597.50	01/26/2023	MOBILE ED PRODUCTION
201981	95.00	01/26/2023	NELSON, RICK

CHECK NUMBER	AMOUNT	CHECK DATE	VENDOR
201982	679.43	01/26/2023	NETWORK SERVICES COM
201983	5,020.00	01/26/2023	NORTHLINE TRANSPORTA
201984	289.00	01/26/2023	PROFESSIONAL WIRELES
201985	234.00	01/26/2023	ROGERS, CHRISTOPHER
201986	174.00	01/26/2023	ROSSOPOULOS, NANCY
201987	2,988.00	01/26/2023	RUPP, ANDERSON, SQUI
201988	1,301.63	01/26/2023	SCHOOL OUTFITTERS
201989	111.00	01/26/2023	SIKICH, MARK
201990	100.00	01/26/2023	SIMLEY HIGH SCHOOL
201991	140.00	01/26/2023	SKWIRA, PETER
201992	200.00	01/26/2023	ST ANTHONY VILLAGE H
201993	9,072.93	01/26/2023	STANDARD INSURANCE C
201994	82.00	01/26/2023	SWAN, KEVIN
201995	14,778.22	01/26/2023	TEACHERS ON CALL
201996	1,188.54	01/26/2023	TEAM SPORTING GOODS,
201997	57.08	01/26/2023	TRIMARK MARLINN LLC
201998	4,445.30	01/26/2023	TRIO SUPPLY CO
201999	101.00	01/26/2023	TYSON, ANTONIO
202000	33,490.20	01/26/2023	UPPER LAKES FOODS
202001	90.00	01/26/2023	VENTRIS LEARNING LLC
202002	118.00	01/26/2023	VOIT, TAYLOR
202003	95.00	01/26/2023	WOLTERS, MICHAEL
202004	45,890.63	01/26/2023	XCEL ENERGY
202005	415.50	01/30/2023	LOCAL #70
202006	139.97	01/30/2023	MIDWEST RESALE SPECI
202007	1,418.90	01/30/2023	MINNESOTA CHLD SUPP
202008	112.00	01/30/2023	NCPERS GROUP LIFE IN
202009	185.50	01/30/2023	OFFICE AND PROF EMPL
202010	11,537.64	01/30/2023	SOUTH ST PAUL TEACHE
202011	5.00	01/30/2023	SOUTH ST PAUL OPEN F
202012	60.00	01/30/2023	SOUTH ST PAUL EDUCAT
202013	825.29	01/30/2023	SSP EASRP
202014	2,925.00	02/02/2023	A+ DRIVING SCHOOL
202015	44.00	02/02/2023	ABC RENTALS
202016	99.03	02/02/2023	ACE HARDWARE & PAINT
202017	1,189.02	02/02/2023	ADVANCED SPORTSWEAR,
202018	810.00	02/02/2023	ADVANTAGE EDUCATIONA
202019	404.34	02/02/2023	AMAZON CAPITAL SERVI
202020	159.80	02/02/2023	AMERICAN FLAGPOLE &
202021	156.00	02/02/2023	ANDERSON, ERIC
202022	173.00	02/02/2023	ARRIOLA, MARK
202023	300.00	02/02/2023	BRIDGEPOINT GLASS
202024	1,401.76	02/02/2023	CAMFIL USA, INC
202025	802.49	02/02/2023	CATALYST SOURCING SO
202026	61.38	02/02/2023	CINTAS
202027	850.00	02/02/2023	CONVERGINT TECHNOLOG
202028	162.00	02/02/2023	COOPER, ROBERT
202029	95.00	02/02/2023	COWAN, MICHAEL
202030	400.36	02/02/2023	EDUCATORS BENEFIT CO
202031	253.00	02/02/2023	EGAN
202032	156.00	02/02/2023	ESTES, HALEY
202033	206.17	02/02/2023	FIRST SUPPLY LLC - T
202034	1,298.66	02/02/2023	FLAGSHIP RECREATION
202035	336.05	02/02/2023	GLOBE PRINTING & OFF
202036	97.96	02/02/2023	GOT-SPECIAL KIDS
202037	9.02	02/02/2023	GRAINGER, INC

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202038	2,283.78	02/02/2023	GRAPHIC EDGE DBA GAM
202039	45.00	02/02/2023	GROTH MUSIC CO
202040	109.30	02/02/2023	GUDATO, TESGERA
202041	49.53	02/02/2023	HAMILTON BUHL
202042	40.53	02/02/2023	HOME DEPOT CREDIT SE
202043	339.18	02/02/2023	HOUGHTON MIFFLIN
202044	14,000.00	02/02/2023	IMAGINE LEARNING, IN
202045	350.00	02/02/2023	INFINITE HEALTH COLL
202046	95.00	02/02/2023	INGRAM, BRIAN
202047	109.45	02/02/2023	INVER GROVE FORD
202048	1,295.83	02/02/2023	JOHNSON, CHRISTINE
202049	407.75	02/02/2023	JOHNSTONE SUPPLY
202050	4,050.00	02/02/2023	JOSTENS
202051	790.00	02/02/2023	KELSEY, MAXWELL
202052	118.42	02/02/2023	KLOTZ, MICAH
202053	173.00	02/02/2023	KUHN, JOE
202054	2,061.69	02/02/2023	KURITA AMERICA INC
202055	95.00	02/02/2023	LOMBARDI, JEREMY
202056	174.00	02/02/2023	LUDWIG, GAVIN
202057	1,045.82	02/02/2023	MARK'S PLUMBING PART
202058	174.00	02/02/2023	MARSH, RYAN
202059	655.00	02/02/2023	MARTINEK, MIKE
202060	356.88	02/02/2023	MCMASTER-CARR SUPPLY
202061	349.00	02/02/2023	MEI TOTAL ELEVATOR S
202062	3,300.00	02/02/2023	METROPOLITAN STATE U
202063	1,092.17	02/02/2023	MIDWEST MACHINERY CO
202064	26.62	02/02/2023	THE MINNESOTA CHEMIC
202065	84.58	02/02/2023	MOMMSEN ROGNERUD, AN
202066	77.00	02/02/2023	MOYNIHAN, LINDSAY
202067	110.17	02/02/2023	NAPA AUTO PARTS
202068	2,128.54	02/02/2023	NASSEFF MECHANICAL C
202069	77.00	02/02/2023	NELSON, CHARLES
202070	2,906.87	02/02/2023	NETWORK SERVICES COM
202071	5,373.42	02/02/2023	NITTI SANITATION
202072	5,284.00	02/02/2023	NORTHLINE TRANSPORTA
202073	173.00	02/02/2023	OLSON, PETER
202074	195.38	02/02/2023	OPD BUSINESS SOLUTIO
202075	174.00	02/02/2023	PARR-BESEMER, AARON
202076	182.00	02/02/2023	PETERSON, JAMES
202077	1,005.80	02/02/2023	PETERSON BROS. ROOFI
202078	265.58	02/02/2023	PITNEY BOWES, INC
202079	150.00	02/02/2023	PITNEY BOWES, INC
202080	363.46	02/02/2023	PROFESSIONAL WIRELES
202081	1,194.00	02/02/2023	RAND MCNALLY
202082	200.00	02/02/2023	RATZ, KIM
202083	17,139.58	02/02/2023	RED LINE CLUB
202084	75,000.00	02/02/2023	REGENTS OF THE UNIVE
202085	259.00	02/02/2023	ROFF, DANIEL
202086	259.00	02/02/2023	ROFF, MICHAEL
202087	140.00	02/02/2023	ROSEMOUNT HIGH SCHOO
202088	141.84	02/02/2023	SHRED RIGHT
202089	40.00	02/02/2023	SKWIRA, PETER
202090	259.00	02/02/2023	SMITH, GARY
202091	259.00	02/02/2023	SMITH, ZACHARY
202092	345.50	02/02/2023	SOUTH ST PAUL SWIMMI
202093	20,506.30	02/02/2023	SSP BLUE LINE CLUB

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202094	790.08	02/02/2023	ST PAUL PUBLISHING C
202095	511.65	02/02/2023	STATE SUPPLY COMPANY
202096	712.53	02/02/2023	SYNCB/AMAZON
202097	1,206.28	02/02/2023	TAYLOR PUBLISHING CO
202098	13,531.62	02/02/2023	TEACHERS ON CALL
202099	200.54	02/02/2023	TEAM SPORTING GOODS,
202100	987.00	02/02/2023	TESSMAN SEED COMPANY
202101	4,450.53	02/02/2023	TWIN CITY JANITOR SU
202102	90.00	02/02/2023	VENTRIS LEARNING LLC
202103	181.51	02/02/2023	WHEELCO TRUCK & TRAI
202104	30,783.10	02/02/2023	WIDE AREA TRANSPORTA
202105	156.00	02/02/2023	WOLTERS, JOSEPH
202106	219.00	02/02/2023	ZEHNDER, ROBERT
202107	118.00	02/07/2023	ADAMS, PAUL
202108	1,563.00	02/07/2023	ADVANCED SPORTSWEAR,
202109	59.40	02/07/2023	ALL SEASONS RENTAL
202110	1,105.52	02/07/2023	ALLSTREAM
202111	335.50	02/07/2023	AMAZON CAPITAL SERVI
202112	750.00	02/07/2023	BACKUPIFY
202113	190.66	02/07/2023	BLICK ART MATERIALS
202114	648.66	02/07/2023	CAPITAL ONE TRADE CR
202115	614.84	02/07/2023	DAKOTA COUNTY FINANC
202116	50.00	02/07/2023	ED'S TROPHIES
202117	162.00	02/07/2023	GAGNON, DANIEL
202118	1,370.24	02/07/2023	GRAPHIC EDGE DBA GAM
202119	46.25	02/07/2023	GROTH MUSIC CO
202120	560.00	02/07/2023	HOFFMANN, LINDA
202121	64.00	02/07/2023	JOHNSON, GERALD
202122	3,655.28	02/07/2023	LINDENMEYR MUNROE
202123	1,378.04	02/07/2023	MACKIN EDUCATIONAL R
202124	118.00	02/07/2023	MENTH, MICHAEL
202125	2,880.00	02/07/2023	MERIDIAN CONSULTING
202126	325.00	02/07/2023	MPLS SOUTH HIGH SWIM
202127	291.00	02/07/2023	MRI SOFTWARE LLC
202128	8,400.00	02/07/2023	NEO ELECTRIC SOLUTIO
202129	64.00	02/07/2023	NIKOLIC, CONNOR
202130	6,020.00	02/07/2023	NORTHLINE TRANSPORTA
202131	250.00	02/07/2023	OVERELL, STEPHANIE
202132	2,682.45	02/07/2023	PHOENIX SCHOOL COUNS
202133	82.00	02/07/2023	REEM, BRETT
202134	95,287.89	02/07/2023	SAFEWAY WISCONSIN, I
202135	444.39	02/07/2023	SAM'S CLUB
202136	18.58	02/07/2023	SCHOOL SPECIALTY, LL
202137	182.00	02/07/2023	SMITH, GARY
202138	160.47	02/07/2023	SPRINT
202139	400.00	02/07/2023	ST ANTHONY VILLAGE H
202140	100.00	02/07/2023	STATE OF MN DEPT OF
202141	1,956.66	02/07/2023	T-MOBILE
202142	13,309.57	02/07/2023	TEACHERS ON CALL
202143	500.00	02/07/2023	TOTAL ENTERTAINMENT/
202144	19,666.34	02/07/2023	XCEL ENERGY
202200209	61.28	01/13/2023	FEDERAL PAYROLL TAXE
202200247	-52.15	01/13/2023	MINNESOTA PAYROLL TA
202200248	-353.19	01/13/2023	FEDERAL PAYROLL TAXE
202200249	-262.39	01/13/2023	TEACHER RETIREMENT A
202200250	54,326.74	01/23/2023	HEALTH PARTNERS

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<u>NUMBER</u>	<u>AMOUNT</u>	<u>DATE</u>	<u>VENDOR</u>
202200251	164,850.00	01/26/2023	BOND TRUST SERVICES
202200252	186,000.00	01/26/2023	BOND TRUST SERVICES
202200253	2,010,250.00	01/26/2023	BOND TRUST SERVICES
202200254	43,014.30	01/30/2023	MINNESOTA PAYROLL TA
202200255	255,913.61	01/30/2023	FEDERAL PAYROLL TAXE
202200256	45,124.09	01/30/2023	PERA
202200257	53,467.68	01/30/2023	TSA/ACH DEDUCTION
202200258	127,526.03	01/30/2023	TEACHER RETIREMENT A
202200259	0.00	01/30/2023	MINNESOTA PAYROLL TA
202200260	0.00	01/30/2023	FEDERAL PAYROLL TAXE
202200261	103,671.76	01/30/2023	HEALTH PARTNERS
202200262	44,176.85	02/01/2023	BREMER BANK, NA
202200273	83,924.17	02/06/2023	HEALTH PARTNERS
202200274	1,178.00	02/07/2023	MEDSURETY
222300160	31.76	01/26/2023	FINN, JULIA
222300161	873.01	01/26/2023	HOLSEN, ERIC
222300162	103.45	01/26/2023	LENARZ, TAMMY
222300163	126.42	01/26/2023	MOEN, PAUL
222300164	65.67	01/26/2023	MOLAND, SHELLY
222300165	94.00	01/26/2023	PETERSON, LORI
222300166	78.03	01/26/2023	SIKOROWSKI, CHRIS
222300167	63.98	01/26/2023	TRETTEL, CALVIN
222300168	95.48	01/26/2023	WATKINS, SONIA
222300169	90.00	01/27/2023	ANDERSON, CHAD
222300170	90.00	01/27/2023	BERCHTOLD, JAMIE
222300171	90.00	01/27/2023	BOCK, SHAUNA
222300172	90.00	01/27/2023	BOURG, LEAH
222300173	90.00	01/27/2023	BRANDECKER, LISA
222300174	90.00	01/27/2023	BRASHEAR, PAUL
222300175	90.00	01/27/2023	BRETOI, TERENCE
222300176	90.00	01/27/2023	CHILDS, DANETTE
222300177	90.00	01/27/2023	EDLEFSEN, DEANNE
222300178	90.00	01/27/2023	FENTON, MARK
222300179	90.00	01/27/2023	GAMEZ, LESLY
222300180	90.00	01/27/2023	HOFFMAN, BRADY
222300181	45.00	01/27/2023	JACOBS-BUSE, LINDA
222300182	90.00	01/27/2023	KRUEGER, BRADY
222300183	45.00	01/27/2023	LENTSCH, PETER
222300184	45.00	01/27/2023	LOUGH, LAWRENCE
222300185	90.00	01/27/2023	MILTEER, JOEL
222300186	90.00	01/27/2023	OCHOCKI, CHARLES
222300187	45.00	01/27/2023	OSTER, PATRICK
222300188	180.00	01/27/2023	PENMAN, MICHELLE
222300189	90.00	01/27/2023	PETERSON, LORI
222300190	90.00	01/27/2023	SCHMIDT, CHAD
222300191	90.00	01/27/2023	SCHWAB, ROBIN
222300192	90.00	01/27/2023	STANKE, JULIAN
222300193	90.00	01/27/2023	TAYLOR MINER, MELANE
222300194	45.00	01/27/2023	VANDERBILT, TONY
222300195	90.00	01/27/2023	WELLS, TRAVIS
222300196	90.00	01/27/2023	ZAMBRENO, BRIAN
222300197	90.00	01/27/2023	ZEHNDER, JEAN
222300198	70.98	02/07/2023	ANDERSON, CONRAD
222300199	102.15	02/07/2023	EDLEFSEN, DEANNE
222300200	65.67	02/07/2023	FREDERICK, DENISE
222300201	424.77	02/07/2023	GUSTILO, CHRISTOPHER

<u>CHECK</u>	<u>CHECK</u>		
<u>NUMBER</u>	<u>AMOUNT</u>	<u>DATE</u>	<u>VENDOR</u>
222300202	210.92	02/07/2023	HOLSEN, ERIC
222300203	89.00	02/07/2023	HYDUKOVICH, DAWN
222300204	169.73	02/07/2023	PURVEY, FAITH
222300205	12.45	02/07/2023	WINTER, ALLYSON
222300206	49.85	02/07/2023	WOHLERS, DARI

3,934,614.77 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	820,299.62	14,345.50	567,476.51	1,402,121.63
02	FOOD SERVICE	8,846.20	0.00	42,924.29	51,770.49
04	COMMUNITY EDUCATION	24,426.64	457.30	10,801.51	35,685.45
05	CAPITAL	4,791.02	0.00	53,512.99	58,304.01
07	DEBT RETIREMENT	0.00	0.00	2,361,100.00	2,361,100.00
50	ACTIVITY ACCOUNT	25,633.19	0.00	0.00	25,633.19
***	Fund Summary Totals ***	883,996.67	14,802.80	3,035,815.30	3,934,614.77

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

CHECKRUNS

<u>FUND</u>	<u>DESCRIPTION</u>	<u>January 20, 2023 - February 7, 2023</u>
1	GENERAL	\$1,402,121.63
2	FOOD SERVICE	\$51,770.49
4	COMMUNITY EDUCATION	\$35,685.45
5	CAPITAL	\$58,304.01
7	DEBT SERVICE	\$2,361,100.00
8	TRUST FUND/FLEX	\$0.00
50	ACTIVITY ACCOUNTS	\$25,633.19
	TOTAL	<u>\$3,934,614.77</u>

Checks 201926 - 202144

Employee ACH 222300160 - 222300206

Wire Payments 202200209, 202200247 - 202200274

PAYROLL

1/30/2023

Payroll Direct Deposit	900086401 - 900086935	\$754,408.22
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SOUTH ST. PAUL PUBLIC SCHOOLS

School Board Agenda Item

Meeting Date: February 13, 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)

2-13-23

Certified

A. Appointments/Reassignments

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

2022-23 ECA

BASEBALL

Varsity Asst/JV Coach	Sundly, Scott	\$3,668
Sophomore Coach	LaRose, Tyler	\$3,668
Freshman Coach	Rund, Christian	\$2,822

GOLF – GIRLS

Head Coach	Sattler, Matt	\$3,739
Additional Coach	Watry, Jean	\$2,237

SOFTBALL

Varsity Asst & JV Coach	Grefe, Tyne	\$3,668
Varsity & Sophomore Coach	Casalenda, Mike**	\$3,668
Freshman Coach	Brandner, Dwain**	\$2,821

TRACK – BOYS

Varsity Asst Coach	Bakken, Chris	\$4,231
Varsity Asst Coach	Schultz, Meghan	\$4,231

TRACK – GIRLS

Varsity Asst Coach	Bookler, Patrick	\$4,231
Varsity Asst Coach	Hart, Jillian	\$4,231

*indicates a non-district employee

** indicates a returning non-district employee

B. Resignations/Retirements/Leaves/Reductions/Other

1. Emily Pletscher – Leave of absence, 1.0 FTE Speech Language Pathologist, Lincoln Center, effective approximately May 7, 2023, through June 12, 2023.
2. Matthew Sattler – Retirement, 1.0 FTE Math Teacher, High School, effective June 12, 2023.
3. Peter Schultz – Resignation, Head Coach, Boys’ Hockey, effective at the completion of the 2022-23 hockey season.
4. Peter Schultz – Resignation, Varsity Assistant Coach, Football, effective June 12, 2023.

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

2-13-23

Classified

A. Appointments/Reassignments

1. ~~Sonja Allen – Kids' Choice Assistant, Kaposia Education Center, \$18.86 per hour, 5.25 hours on school days, 5.5 hours on non-school days and summer program, effective February 13, 2023.~~
2. Orianna Diaz – Special Education Assistant, High School, \$20.16 per hour, 32.5 hours per week, effective February 13, 2023.
3. Robert Donges – Part-Time Cleaner, Secondary Building, \$17.68 per hour, 20 hours per week, effective February 1, 2023.
4. Daniel Hodge – School Psychologist Intern, Middle School, effective February 1, 2023.
5. Brittany Hoppe – Early Childhood Special Education Assistant, Kaposia Education Center, \$20.16 per hour, 32.5 hours per week, effective February 1, 2023.
6. Debra Klein – Health Assistant (Classification III; Part-Time), Secondary Building, \$22.08 per hour, 15 hours per week, effective February 13, 2023.
7. Kevin Walsh – Special Education Assistant, High School, \$20.16 per hour, 32.5 hours per week, effective February 13, 2023.

Change of Assignment – Effective February 7 – June 8, 2023

Katherine Tigan – Change from Preschool Assistant, Lincoln Center, 27.5 hours per week to ECFE Assistant, Family Education Center, 17.75 hours per week

B. Resignations/Retirements/Leaves/Reductions/Other

1. Meghan Adkins – Termination, probationary release, Early Childhood Special Education Assistant, Lincoln Center, effective January 31, 2023.
2. Timothy Borgan – Leave of absence, Part-Time Cleaner, Lincoln Center, effective October 24, 2022, through February 17, 2023.
3. Liza Cuchna – Leave of absence, Special Education Assistant, Lincoln Center, effective January 30, 2023, through June 8, 2023.
4. Gerald Dalzell – Termination, Part-Time Cleaner, Secondary Building, effective January 24, 2023.
5. Benjamin Elliott – Resignation, Special Education Assistant, High School, effective February 14, 2023.

6. Allison Olson – Leave of absence, Early Childhood Special Education Assistant, Lincoln Center, effective February 13, 2023, through May 19, 2023.
7. Wilfredo Ortiz – Termination, probationary release, Early Childhood Special Education Assistant, Lincoln Center, effective January 31, 2023.
8. Linda Stein – Leave of absence (intermittent), Special Education Assistant, Kaposia Education Center, effective February 6, 2023, through June 8, 2023.



SOUTH ST. PAUL PUBLIC SCHOOLS

School Board Agenda Item

Meeting Date: February 13, 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: **February 13, 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
\$500	Nutrition Services	Scott and Delisa Johnson	Pay off student lunch debt
\$500	Kaposia Education Center	Croatian Hall	Ed. Foundation Scholarship

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: February 13, 2023

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

Action Requested: Approval

Attachment: Intermediate District 917 Board Appointment

Topic: Intermediate District 917 Board Appointment
Presenter(s): Dr. Brian Zambreno, Superintendent
<p>Background:</p> <p>South St Paul Schools has been a long-standing member of Intermediate School District #917. The intermediate provides services and supports for students in special education across Dakota County who have low incidence disabilities and highly specialized needs. All districts in Dakota County are members of the intermediate with the exception of District #196, Rosemount-Apple Valley-Eagan.</p> <p>As a member of the intermediate, the South St. Paul School Board has appointed one board member to represent our district on the Intermediate District 917 School Board. Inspector Wendy Felton has served in this role the last several years and her 917 term is scheduled to expire in June of 2023.</p> <p>District 917 recently changed their reorganization meeting from June to January so they are requesting districts extend their Board’s current liaison’s term from June 2023 through December 2023. This appointment would then be streamlined with our district’s reorganization meeting in January allowing our board to then reappoint Inspector Felton or appoint another Board member for a new three-year term.</p>
<p>Recommendation:</p> <p>Approve extending Wendy Felton’s appointment as a South St. Paul School Board representative on the Intermediate District 917 board from June 2023 through December 2023.</p>
<p>Alternatives:</p> <p>Do not approve Wendy Felton’s appointment extension and direct administration with next steps.</p>

Note: Intermediate School District 917 has changed their organizational meeting to January (previously July). Due to this change, all Notices of Election for School Board Members must be changed with the correct start date of January 10, 2023. The last date of their term will also change from June to December (in the year which their term would end.)

NOTICE OF ELECTION

TO:

You are hereby notified that at a meeting of Special School District No. 6, SSP, MN, Dakota County, Minnesota, held on the 13th day of February 2023, you were duly appointed a School Board Member of Intermediate School District 917, to represent Special School District No. 6, for a term which will end on December 31, 2023.

Dated _____

Clerk of Appointing Special School District

ACCEPTANCE

TO _____

Clerk of Special School District No. 6, Dakota County, Minnesota:

I hereby signify my acceptance of the office of School Board Member of Intermediate School District 917, which your notice of appointment, dated February, 2023, informs me that I have been appointed.

Dated February 13, 2023

Appointed for Intermediate School District 917

FORM OF OATH TO BE ADMINISTERED TO SCHOOL DISTRICT OFFICERS UPON QUALIFYING

I do solemnly swear that I will support the Constitution of the United States, the Constitution of the State of Minnesota, and faithfully discharge the duties of my office according to law and the best of my ability and understanding, so help me God.

School Board Member
Intermediate School District 917

Sworn and subscribed to, before me this _____ day of _____, 2023.

Notary

**Note: Prior start date for Wendy Felton was July 7, 2020, ending June 30, 2023.
New start date is January 10, 2023, ending December 31, 2023.**



SOUTH ST. PAUL PUBLIC SCHOOLS

School Board Agenda Item

Meeting Date: Monday, February 13, 2023

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

Action Requested: Approval

Attachment: 2022-2023 Student Teacher Agreement – University of Minnesota

Topic: Student Teacher Agreement – University of Minnesota
Presenter(s): Joel Milteer, Human Resources Director, and Brian Zambreno
Background: <p>A student teacher placement has been coordinated between University of Minnesota and South St. Paul School District beginning in January 2023. To finalize the student teacher placement, approval of the agreement between University of Minnesota 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 University of Minnesota.</p>
Alternatives: <p>Do not approve Student Teacher Agreement and direct administration with next steps.</p>

**MUTUAL AGREEMENT FOR STUDENT TEACHING BETWEEN REGENTS OF THE UNIVERSITY OF
MINNESOTA, THROUGH ITS COLLEGE OF EDUCATION AND HUMAN DEVELOPMENT 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 Regents of the University of Minnesota, through its College of Education and Human Development (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 student teachers 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. The cooperating teacher is responsible for any tax withholding or reporting associated with any stipend.
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: (i) holds a continuing license aligned to the assignment; (ii) has at least three years total teaching experience as a teacher of record in the licensure area; (iii) has completed, or is willing to complete, professional development in coaching strategies for adult learners; and (v) models effective instruction, including the use of state academic standards or, if unavailable, national discipline-specific standards, and culturally responsive teaching.
2. Cooperate with College/University in the development and implementation of the District’s Student Teaching Program.
3. The School District shall communicate directly with the Teacher Candidate regarding any School District required criminal background checks that need to be completed prior to the start of the Clinical

Experience. Any expense related to the criminal background checks will be the responsibility of the Teacher Candidate.

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. District shall provide all information requested by College/University on a student teacher's performance that is permitted under the Minnesota Government Data Practices Act. If there are any student teacher evaluations, they will be completed and returned according to any reasonable schedule agreed to by the parties.

8. Provide the College/University with copies of all policies and regulations applicable to student teachers.

9. 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.

10. 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 reason.

11. 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 and Insurance:

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 College/University's liability will be governed by the Minnesota Tort Claims Act, Minnesota Statutes Section 3.736, as amended, or any other laws applicable to the College/University. The District's liability will be governed by Minnesota Statutes Section 466.04, as amended.

Each party shall maintain during the term of this Agreement a liability insurance program with coverage for itself, its officers, employees, volunteers and agents. Evidence of liability insurance shall be provided upon request by either party. College/University shall maintain professional and general liability insurance in minimum amounts of \$1,000,000 for each claim/\$3,000,000 annual aggregate, and that policy shall include within the scope of its coverage all College/University student teachers for activities

performed within the course and scope of their duties under this Agreement. General liability coverage for student teachers is limited to bodily injury and property damage claims.

Nothing contained in this section or elsewhere in this Agreement will be construed as: (i) an express or implied waiver by either party of its governmental immunity; (ii) an express or implied acceptance by College/University of liabilities arising as a result of actions which lie in tort or could lie in tort in excess of the liabilities allowable under the applicable governmental immunity laws.

Term of Agreement:

This Agreement will commence on February 13, 2023 and end on June 30, 2023. This Agreement may be terminated by either party at any time, with or without cause, 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. The State of Minnesota has laws (the Minnesota Government Data Practices Act, Minnesota Statutes Chapter 13 (the "MGDPA")) that classify the College/University's written and electronic information as public, private, or confidential. 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.
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.
7. College/University may withdraw, suspend or terminate a student teacher for violations of College/University's student code, academic deficiencies, behavioral violations, or other reasons subject

to College/University policy, process, and procedures. College/University liaison will notify District administrator promptly if a student teacher becomes suspended or withdraws from the teaching program or College/University. In cases where a student teacher's performance or conduct threatens the safety and welfare of students, visitors, or staff of District, District may suspend the student teacher's participation at District site(s). District administrator will consult with College/University's liaison before suspending student teacher, except where consultation is not reasonably possible under the circumstances.

8. If a student teacher feels threatened, harassed, discriminated against, or unsafe as a result of cooperating teacher, or District, conduct during the training/student teaching experience, or cooperating teacher's conduct threatens the safety and welfare of student teacher or students of the District, College/University may suspend or terminate the placement of the student teacher with the cooperating teacher. In such case, College/University liaison will promptly notify District administrator of the placement termination. In the case that a cooperating teacher leaves the District, is suspended, or is terminated, District administrator will notify College/University liaison promptly.

9. This Agreement represents the entire understanding between the parties. No other prior or contemporaneous oral or written understandings or promises exist in regards to this relationship.

Approved:

Signed For: **Regents of the University of Minnesota, through its College of Education and Human Development**

Name: _____

Title: _____

Signature: _____

Date: _____

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

Signature: _____

School Board Chair Date: _____