



South St. Paul School Board Meeting  
Monday, February 27, 2023 6:00 PM  
Location: CITY HALL  
125 THIRD AVENUE NORTH  
South St Paul, Minnesota 55075

## Agenda

I.	<b>ROLL CALL and PLEDGE OF ALLEGIANCE</b>	
II.	<b>APPROVAL OF MEETING AGENDA/MINUTES</b>	
	A. School Board Meeting Agenda, February 27, 2023	
	B. Committee-of-the-Whole and Regular Meeting Minutes, February 13, 2023	3
III.	<b>QUALITY-IN-ACTION and REPORTS</b>	
	A. <b>Quality-in-Action:</b> Kaposia will share some of the parent engagement events that have been hosted this school year. Principal Bretoi, primary teachers, families, and students will share their experiences and why it is important to involve families in their child's education. (T. Bretoi)	
	B. <b>Quality-in-Action:</b> Leaders from South St. Paul Schools engaged with stakeholder groups (students, families, and staff) to understand their desired daily experiences. Superintendent Zambreno and Equity and Learning Director Chad Schmidt will share the voices of our stakeholders and the district's work going forward to ensure we are creating an environment to meet their desired needs. (B. Zambreno/C. Schmidt)	
	C. <b>Report:</b> Chair John Raasch will highlight the Public Listening Session submissions. (J. Raasch)	6
	D. <b>Report:</b> School Board members will highlight items from the committee-of-the-whole meeting. (Board)	7
	E. <b>Report:</b> Superintendent Zambreno will provide highlights from around the District. (B. Zambreno)	8
IV.	<b>CONSENT ITEMS</b>	
	A. Financial Claims: Bills Payable	9

B. Staffing: Appointments, Resignations, Transfers, Retirements, Abolishments, and Leaves	15
<b>V. POLICY REVIEW</b>	
<b>VI. BUSINESS ITEMS</b>	
A. Approval, for the South St. Paul School Board to approve the 2023-2024 District Calendar. (C. Schmidt)	18
B. Approval, for the South St. Paul School Board to approve the American Indian Parent Advisory Committee's vote of Non-concurrence. (C. Schmidt)	22
<b>VII. INFORMATIONAL ITEMS</b>	
A. <b>Board Members' Reports/Committee Updates/Where Have You Seen a Passion:</b> Board members will report on recent educational activities/events in which they have participated as well as other informational items.	
<b>VIII. CLOSED SESSION</b>	
A. Closed Session per the Open Meeting Law (Minn. Stat. § 13D.03) for clerical negotiations. (J. Milteer)	
B. Adjourn the Closed Session	
<b>IX. ADJOURNMENT</b>	

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

**February 13, 2023**

Chair John Raasch called the February 13, 2023, committee-of-the-whole meeting to order at 5:01 PM with six Board members present: Claflin, T. Felton, W. Felton, Laliberte, Raasch, and Weber. Director Beerman arrived at 5:45 PM. Others present included Superintendent Brian Zambreno and several staff and community members.

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**American Indian Parent Advisory Committee**

Equity and learning Director Chad Schmidt and Assistant Director Lesly Gamez provided background information on the SSPPS American Indian Education Program and the upcoming vote of concurrence by the American Indian Parent Advisory Committee (AIPAC). According to MN Statute 124D.78, the school board must annually submit a resolution of concurrence adopted by the American Indian Parent Advisory Committee prior to March 1. The AIPAC serves as an advisory role to the district to ensure that American Indian students are receiving culturally relevant and equitable educational opportunities.

**917 School Board Representative**

The Intermediate School District 917 Board of Education is comprised of a school board member from each of their nine member districts. School board members are appointed by each member district board to a three-year term. As a member of the Intermediate School District 917 collaborative, SSP School Board member Wendy Felton has served in this role the last several years with her appointment expiring in June of 2023.

This evening, the SSP School Board will be asked to approve extending Director Felton's term on the District 917 board from June 2023 to December 2023. This request comes as a result of District 917 recently changing their reorganization meeting from June to January. This reorganizational shift for District 917 will streamline with SSP's reorganization meeting that is also held in January. At their reorganization meeting in January of 2024, the SSP School Board will appoint one of their directors to a new 3-year term on the 917 School Board.

**Committee Updates**

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

The committee-of-the-whole meeting adjourned at 5:45 PM.

Respectfully submitted by:

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



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

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FEBRUARY 13, 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.

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### **PLEDGE OF ALLEGIANCE**

The pledge of allegiance was recited.

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### **MINUTES**

By Member Laliberte

Seconded by Member Weber

That the South St. Paul School Board approves the February 13, 2023, School Board meeting agenda as well as minutes from the January 23, 2023, committee-of-the-whole and regular meetings.

Motion carried (7-0)

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### **QUALITY-IN-ACTION**

- The District's Student Services team presented on Secondary Trauma and the impact it has on educators.

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### **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.

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### **CONSENT ITEMS**

By Member Weber

Seconded by Member Claflin

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

Motion carried (7-0)

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## **BUSINESS ITEMS**

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

By Member Beermann  
Approval, for the South St. Paul School Board to approve extending Director Wendy Felton’s term on the Intermediate School District 917 School board from June 30, 2023 to December 31, 2023.  
Motion carried (7-0)

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

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## **INFORMATIONAL ITEMS**

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

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## **CLOSED SESSION**

By Member Weber  
That the School Board move to a closed session at 7:02 PM per the open meeting law (Minn. Stat. § 13D.03) for the purpose of Board member orientation around negotiations and strategy and also discussion/review of parameters for clerical negotiations.  
Motion carried (7-0)

*Members present:* Director Beermann, Claflin, T. Felton, W. Felton, Laliberte, Weber and Raasch as well as Superintendent of Schools Dr. Brian Zambreno and Human Resource Director Joel Milteer.

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By Inspector Weber  
That the Board of Education moves to adjourn the closed session and open the meeting up at 7:17 PM.  
Motion carried (7-0)

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## **ADJOURN**

By Member Weber  
Approval, for the School Board to adjourn the February 13, 2023, meeting at 7:18 PM.  
Motion carried (7-0)

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Official Board Minutes are available in the District Office at 104 – 5<sup>th</sup> 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 27, 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 – 3<sup>rd</sup> 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 27, 2023

**Place on Agenda:** Reports

**Action Requested:** None

**Attachment:** None

<b>Topic:</b> Committee-of-the-Whole Meeting Update
<b>Presenter(s):</b> Board
<b>Background:</b>  School Board members will highlight items from the committee-of-the-whole meeting.
<b>Recommendation:</b>  N/A
<b>Alternatives:</b>  N/A



## SOUTH ST. PAUL PUBLIC SCHOOLS

### School Board Agenda Item

**Meeting Date:** February 27, 2023

**Place on Agenda:** Reports

**Action Requested:** None

**Attachment:** None

<b>Topic:</b> Superintendent's Update
<b>Presenter(s):</b> Dr. Brian Zambreno, Superintendent
<b>Background:</b>  Superintendent Zambreno will provide highlights from around the District.
<b>Recommendation:</b>  N/A
<b>Alternatives:</b>  N/A



## SOUTH ST. PAUL PUBLIC SCHOOLS

### School Board Agenda Item

**Meeting Date:** February 27, 2023

**Place on Agenda:** Consent Items

**Action Requested:** Approval

**Attachment:** Financials – Bills Payable

<b>Topic:</b> Financials – Bills Payable
<b>Presenter(s):</b> Chair
<b>Background:</b>  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.
<b>Recommendation:</b>  Approve financial statement
<b>Alternatives:</b>  N/A

CHECK NUMBER	AMOUNT	CHECK DATE	VENDOR
202145	415.50	02/15/2023	LOCAL #70
202146	140.67	02/15/2023	MIDWEST RESALE SPECI
202147	1,747.90	02/15/2023	MINNESOTA CHLD SUPP
202148	194.50	02/15/2023	OFFICE AND PROF EMPL
202149	11,482.08	02/15/2023	SOUTH ST PAUL TEACHE
202150	5.00	02/15/2023	SOUTH ST PAUL OPEN F
202151	60.00	02/15/2023	SOUTH ST PAUL EDUCAT
202152	814.27	02/15/2023	SSP EASRP
202153	165.00	02/24/2023	ADDISON, DONALD
202154	276.79	02/24/2023	AMAZON CAPITAL SERVI
202155	118.00	02/24/2023	ANDERSON, THOMAS
202156	4,389.90	02/24/2023	ARVIG
202157	101.00	02/24/2023	ASHENAFI, YOHANES
202158	239.00	02/24/2023	ASSOC OF SUPERVISION
202159	750.00	02/24/2023	BACKUPIFY
202160	82.00	02/24/2023	BAUSCHELT, PAT
202161	95.00	02/24/2023	BEST, RANDALL
202162	1,598.00	02/24/2023	BIMBO BAKERIES USA
202163	2,482.65	02/24/2023	BIX PRODUCE COMPANY
202164	156.00	02/24/2023	CANEFF, JAKE
202165	3,084.54	02/24/2023	CANON FINANCIAL SERV
202166	82.00	02/24/2023	CHARLES, PARNELL
202167	1,999.00	02/24/2023	CHROMEBOOKPARTS.COM
202168	1,007.05	02/24/2023	CINTAS
202169	1,748.01	02/24/2023	CITY OF SOUTH ST PAU
202170	495.00	02/24/2023	COMPLETE MUSIC
202171	101.00	02/24/2023	COURTNEY, MARK
202172	82.00	02/24/2023	CROWE, ROBERT
202173	121.23	02/24/2023	CULLIGAN-MILBERT COM
202174	82.00	02/24/2023	CURRY, DAVID
202175	156.00	02/24/2023	DELANEY, CONNOR
202176	250.00	02/24/2023	DEWALD, RINA
202177	82.00	02/24/2023	DOOLEY, JESSICA
202178	21.00	02/24/2023	DREW, BOBBIE
202179	619.90	02/24/2023	ED'S TROPHIES
202180	4,250.00	02/24/2023	EHLERS & ASSOCIATES
202181	118.00	02/24/2023	GERADS, TRAVIS
202182	4,882.44	02/24/2023	GREAT RIVER PRINTING
202183	554.40	02/24/2023	GROTH MUSIC CO
202184	250.00	02/24/2023	GUTIERREZ, ANA
202185	164.00	02/24/2023	HANSON, GENE
202186	12,290.40	02/24/2023	HASTINGS CREAMERY, L
202187	64,649.55	02/24/2023	HEALTH PARTNERS
202188	173.00	02/24/2023	HOLCOMB, BRADLEY
202189	150.00	02/24/2023	HOLMEN AREA FOUNDATI
202190	82.00	02/24/2023	HUOT, JOHN
202191	248.82	02/24/2023	IMAGES BY DESIGN
202192	75.00	02/24/2023	IND SCHOOL DISTRICT
202193	169,007.30	02/24/2023	INDEPENDENT SCHOOL D
202194	83,821.04	02/24/2023	INDEPENDENT SCHOOL D
202195	10,913.52	02/24/2023	INTERMEDIATE DISTRIC
202196	77.00	02/24/2023	JEZORSKI, JEFFREY
202197	82.00	02/24/2023	JOHNSON, GERALD
202198	82.00	02/24/2023	KNOBLAUCH, THOMAS
202199	36.96	02/24/2023	KNOWLAN'S
202200	82.00	02/24/2023	KUBITSCHKEK, KEITH

CHECK NUMBER	AMOUNT	DATE	CHECK VENDOR
202201	1,591.16	02/24/2023	KWIK TRIP EXTENDED N
202202	82.00	02/24/2023	LABELLE, PAUL
202203	219.00	02/24/2023	LEHNER, KENNETH
202204	4,612.50	02/24/2023	LINDENMEYR MUNROE
202205	291.61	02/24/2023	LINK INTERPRET
202206	101.00	02/24/2023	MCNAUGHTON, NATHAN
202207	183.00	02/24/2023	MENTH, MICHAEL
202208	816.00	02/24/2023	MN ASSOC OF SCHOOL A
202209	750.00	02/24/2023	MORRIS, AMANDA
202210	101.00	02/24/2023	NICHOLAS-NELSON, TAM
202211	101.00	02/24/2023	NIKOLIC, CONNOR
202212	9,496.00	02/24/2023	NORTHLINE TRANSPORTA
202213	118.00	02/24/2023	PATTERSON, JAMES
202214	503.50	02/24/2023	PITNEY BOWES, INC
202215	95.00	02/24/2023	PRILEY, ANDERS
202216	167.11	02/24/2023	QUILL CORPORATION
202217	885.00	02/24/2023	REGENTS OF THE UNIVE
202218	2,500.00	02/24/2023	REGION 3AA
202219	82.00	02/24/2023	RODRIGUEZ, ANTHONY
202220	613.96	02/24/2023	ROSEVILLE AREA SCHOO
202221	132.57	02/24/2023	SCHOOL SPECIALTY, LL
202222	64.00	02/24/2023	SCOTT, RYAN
202223	180.00	02/24/2023	SKWIRA, PETER
202224	77.00	02/24/2023	SMOLEY, CHAD
202225	9,116.73	02/24/2023	STANDARD INSURANCE C
202226	173.00	02/24/2023	STUMPF, DAN
202227	23,025.54	02/24/2023	TEACHERS ON CALL
202228	1,148.77	02/24/2023	TEAMWORKS INTERNATIO
202229	310.00	02/24/2023	TENNIS ON SELBY LLC
202230	275.00	02/24/2023	THE SCENE
202231	101.00	02/24/2023	THOMPSON, ERROL
202232	1,392.28	02/24/2023	TRANS-MISSISSIPPI BI
202233	18,624.52	02/24/2023	TRANSPORTATION & DEL
202234	2,530.17	02/24/2023	TRIO SUPPLY CO
202235	82.00	02/24/2023	TURNER, JEFF
202236	100.00	02/24/2023	TWO RIVERS HS ACTIVI
202237	91.98	02/24/2023	UNITED REFRIGERATION
202238	34,902.44	02/24/2023	UPPER LAKES FOODS
202239	73,705.31	02/24/2023	XCEL ENERGY
202200275	41,657.63	02/15/2023	MINNESOTA PAYROLL TA
202200276	254,504.77	02/15/2023	FEDERAL PAYROLL TAXE
202200277	46,563.21	02/15/2023	PERA
202200278	53,164.91	02/15/2023	TSA/ACH DEDUCTION
202200279	126,330.95	02/15/2023	TEACHER RETIREMENT A
202200280	0.00	02/15/2023	MINNESOTA PAYROLL TA
202200281	0.00	02/15/2023	FEDERAL PAYROLL TAXE
202200283	94,525.17	02/13/2023	HEALTH PARTNERS
202200284	374.00	02/15/2023	HEALTH PARTNERS
202200285	96,400.58	02/21/2023	HEALTH PARTNERS
222300207	90.00	02/24/2023	ANDERSON, CHAD
222300208	90.00	02/24/2023	BERCHTOLD, JAMIE
222300209	194.44	02/24/2023	BINDER, ALLISON
222300210	90.00	02/24/2023	BOCK, SHAUNA
222300211	90.00	02/24/2023	BOURG, LEAH
222300212	149.84	02/24/2023	BRANDECKER, LISA
222300213	90.00	02/24/2023	BRASHEAR, PAUL

<u>CHECK</u>		<u>CHECK</u>	
<u>NUMBER</u>	<u>AMOUNT</u>	<u>DATE</u>	<u>VENDOR</u>
222300214	137.04	02/24/2023	BRETOI, TERRENCE
222300215	90.00	02/24/2023	CHILDS, DANETTE
222300216	90.00	02/24/2023	EDLEFSEN, DEANNE
222300217	90.00	02/24/2023	FENTON, MARK
222300218	90.00	02/24/2023	GAMEZ, LESLY
222300219	427.99	02/24/2023	GUSTILO, CHRISTOPHER
222300220	90.00	02/24/2023	HOFFMAN, BRADY
222300221	711.13	02/24/2023	HOLSEN, ERIC
222300222	45.00	02/24/2023	JACOBS-BUSE, LINDA
222300223	129.23	02/24/2023	JANSON, KIRKJA
222300224	44.54	02/24/2023	JENSON, ALLISON
222300225	90.00	02/24/2023	KRUEGER, BRADY
222300226	45.00	02/24/2023	LENTSCH, PETER
222300227	45.00	02/24/2023	LOUGH, LAWRENCE
222300228	263.96	02/24/2023	MCDONALD, CEIL
222300229	90.00	02/24/2023	MILTEER, JOEL
222300230	42.93	02/24/2023	MOEN, PAUL
222300231	90.00	02/24/2023	OCHOCKI, CHARLES
222300232	45.00	02/24/2023	OSTER, PATRICK
222300233	45.00	02/24/2023	PENMAN, MICHELLE
222300234	90.00	02/24/2023	PETERSON, LORI
222300235	90.00	02/24/2023	SCHMIDT, CHAD
222300236	90.00	02/24/2023	SCHWAB, ROBIN
222300237	90.00	02/24/2023	STANKE, JULIAN
222300238	90.00	02/24/2023	TAYLOR MINER, MELANE
222300239	45.00	02/24/2023	VANDERBILT, TONY
222300240	90.00	02/24/2023	WELLS, TRAVIS
222300241	90.00	02/24/2023	ZAMBRENO, BRIAN
222300242	90.00	02/24/2023	ZEHNDER, JEAN

1,294,356.89 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	762,885.73	2,500.00	174,037.35	939,423.08
02	FOOD SERVICE	10,449.27	0.00	54,902.69	65,351.96
04	COMMUNITY EDUCATION	277,351.08	0.00	534.50	277,885.58
05	CAPITAL	4,785.71	0.00	3,084.54	7,870.25
07	DEBT RETIREMENT	0.00	0.00	1,250.00	1,250.00
50	ACTIVITY ACCOUNT	2,576.02	0.00	0.00	2,576.02
***	Fund Summary Totals ***	1,058,047.81	2,500.00	233,809.08	1,294,356.89

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

**CHECKRUNS**

<b><u>FUND</u></b>	<b><u>DESCRIPTION</u></b>	<b><u>February 8, 2023 - February 24, 2023</u></b>
1	GENERAL	\$939,423.08
2	FOOD SERVICE	\$65,351.96
4	COMMUNITY EDUCATION	\$277,885.58
5	CAPITAL	\$7,870.25
7	DEBT SERVICE	\$1,250.00
8	TRUST FUND/FLEX	\$0.00
50	ACTIVITY ACCOUNTS	\$2,576.02
	<b>TOTAL</b>	<b><u>\$1,294,356.89</u></b>

Checks 202145 - 202239

Employee ACH 222300207-222300242

Wire Payments 202200275-202200285

**PAYROLL**

**2/15/23**

Payroll Direct Deposit	900086936- 900087471	\$753,962.93
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## SOUTH ST. PAUL PUBLIC SCHOOLS

### School Board Agenda Item

**Meeting Date:** February 27, 2023

**Place on Agenda:** Consent Items

**Action Requested:** Approval

**Attachment:** Staffing

<b>Topic:</b> Staffing
<b>Presenter(s):</b> Chair
<b>Background:</b>  The staffing report includes the Appointments, Resignations, Transfers, Retirements, Abolishments and Leaves being recommended to the School Board for approval.
<b>Recommendation:</b>  Administration recommends approval of the proposed staffing and supplemental staffing as presented.
<b>Alternatives:</b>  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)**

**2-27-23**

**Certified**

**A. Appointments/Reassignments**

1. Anna Karsten – 1.0 FTE Long-Term Substitute Special Education Teacher, High School, BA00, Step 1, effective February 23, 2023, through June 12, 2023.
2. Melinda Peterson – 1.0 FTE Long-Term Substitute Special Education Teacher, High School, MA00, Step 12, effective February 21, 2023, through June 12, 2023.

**2022-23 ECA**

**HOCKEY – BOYS**

Head Coach (Effective January 6, 2023; 36 days)	Lagoo, Jeff	\$1,006.32
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**ACADEMICS/OTHER**

Geography/Science Club – Lincoln	Molenaar, Emily	\$1,192
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\*indicates a non-district employee

\*\* indicates a returning non-district employee

**B. Resignations/Retirements/Leaves/Reductions/Other**

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

**2-27-23**

**Classified**

**A. Appointments/Reassignments**

1. Serenity Belmares – Early Childhood Special Education Assistant, Lincoln Center, \$20.16 per hour, 32.5 hours per week, effective February 21, 2023.
2. Shelby Dack – Early Childhood Special Education Assistant, Lincoln Center, \$20.16 per hour, 32.5 hours per week, effective February 28, 2023.
3. Sydney O'Donnell – Early Childhood Special Education Assistant, Lincoln Center, \$20.16 per hour, 32.5 hours per week, effective February 27, 2023.
4. Melissa Pugh – Part-Time Cleaner, Secondary Building, \$17.68 per hour, 20 hours per week, effective February 13, 2023. (rehire)
5. Jessica Ruport – Kids' Choice Assistant, Kaposia Education Center, \$18.86 per hour, 5.25 hours per day on student days, 5.5 hours per day on non-student days and summer program, effective February 27, 2023.

**B. Resignations/Retirements/Leaves/Reductions/Other**



## SOUTH ST. PAUL PUBLIC SCHOOLS

### School Board Agenda Item

**Meeting Date:** Monday, February 27, 2023

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

**Action Requested:** Review and Discussion; Approval

**Attachment:** DRAFT 23-24 District Calendar  
23-24 Calendar Guiding Change

**Topic:** 23-24 District Calendar

**Presenter(s):** Dr. Chad Schmidt, Director of Equity & Learning, and Joel Milteer, Director of Human Resources

**Background:**

The proposed 2023-24 calendar was developed using the parameters outlined in the attached 2023-24 District Calendar Guiding Change document approved previously by the Board. This draft calendar was developed in partnership and consultation with district stakeholder representatives from the following groups: clerical, families, paraprofessionals, principals, and teachers.

Numerous points of feedback from stakeholders were able to be incorporated into this calendar. Some highlights include setting Wed, Nov 22<sup>nd</sup> as a non-school day, extending Winter Break through Tue, Jan 2<sup>nd</sup>, keeping Spring Break as the final week of March, and closing the school year during the first week of June.

As in previous calendars, this one includes 32 hours set aside for communicating and partnering with students and families (i.e., Student-Family Connections); up to 8 hours will take place before the start of the school year and 24 hours are embedded throughout the remainder of the year through both scheduled and flexible conferencing time.

Dr. Schmidt will present the calendar to Board members at the Committee-of-the-Whole meeting and answer any questions, then present to the community at the Business Meeting.

**Recommendation:**

District administration supports this proposal and recommends approval.

**Alternatives:**

Do not approve the proposed calendar and provide administration with next steps.

<p><b>RESULTS:</b> <i>What is our goal?</i></p>	<p><b>CURRENT REALITY:</b> <i>What are our current conditions?</i></p>	<p><b>UNACCEPTABLE MEANS:</b> <i>What will we not do?</i></p>
<p>Develop recommendations for a 2023-24 school calendar that:</p> <ol style="list-style-type: none"> <li>1. has consistent start/end days for all schools</li> <li>2. includes a minimum of 170 student contact days and 185 days for continuing contract teachers</li> <li>3. prioritizes Student-Family Connections opportunities to improve proactive communication and partnership (see addendum)</li> <li>4. creates collaborative learning opportunities throughout the school year as part of the professional learning schedule</li> <li>5. includes near-equal number of instructional days in each term</li> <li>6. identifies dates for summer programming, including credit recovery and targeted services</li> <li>7. includes articulation of district holidays and SSP Secondary Commencement</li> </ol>	<p>Mission, Vision &amp; Strategic Directions outlined in <a href="#">Strategic Plan</a>, including focus on:</p> <ul style="list-style-type: none"> <li>● Passionate Learners * Positively Changing Our World ... every day</li> <li>● Desired Daily Experience</li> <li>● TriDistrict Career and College Readiness initiative</li> </ul> <p>Recent School Calendars have included:</p> <ul style="list-style-type: none"> <li>● a minimum of 170 student contact days               <ul style="list-style-type: none"> <li>○ PK-12 students in school on same days</li> </ul> </li> <li>● 185 contracted days for teachers per negotiated agreement</li> <li>● Terms: Elementary &amp; MS - 2 semesters; High School/CLC - 3 trimesters with:               <ul style="list-style-type: none"> <li>○ end-of-term professional time;</li> </ul> </li> <li>● 32 hours for Student-Family Connections (i.e., parent-teacher conferences)               <ul style="list-style-type: none"> <li>○ Kindergarten: Addl 16 hours at start of school year</li> </ul> </li> <li>● Winter and Spring Breaks, 7-10 days and 5 days, respectively</li> <li>● new to MS &amp; HS Transition Day for G6 &amp; G9 students at beginning of school year</li> <li>● Kindergarten students begin on day 3</li> <li>● Voluntary Preschool (VPK) students begin on Monday after Labor Day</li> <li>● G12 students released 2-4 days early</li> </ul>	<ol style="list-style-type: none"> <li>1. Develop a calendar that violates district policy, work agreements or state statute           <ol style="list-style-type: none"> <li>a. 935 hrs (Gr 1-6)</li> <li>b. 1020 hrs (Gr 7-12)</li> </ol> </li> <li>2. Exceed available budget parameters/limits</li> <li>3. Develop recommendations that negatively impact learning</li> <li>4. Develop recommendations that do not demonstrate best practices at regional or national levels, including those for parent-teacher conferences</li> <li>5. Develop recommendations that are insensitive to the representative cultures of our community</li> </ol>

July						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	13	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

August						
S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

September						
S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

October						
S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

November						
S	M	T	W	T	F	S
			1^	2^	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

December						
S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

AUGUST	
21-24	New Teacher Orientation
28-31	Opening Days / Staff Only

SEPTEMBER	
1	Opening Days / Staff Only
4	No School / Labor Day
5	First Day for Grades 1-5, 6, 9
6	First Day for Grades 7-8, 10-12
7	First Day for Kindergarten
11	First Day for Preschool

OCTOBER	
9	No Students / Prof Dev
12*	HS Evening Conferences
19-20	No School / MEA Conference

NOVEMBER	
1^	6-8 Evening Conferences (TBD)
2^	K-5 Flex Learning & S-F Connect 6-8 Evening Conferences
3	No Students / K-12 PD
22	No School / K-12 Comp
23-24	No School / Thanksgiving

DECEMBER	
1	No Students / K-8 Prof Dev HS Prof Dev / Report Cards
25-31	No School / Winter Break

JANUARY	
1-2	No School / Winter Break
15	No School / MLK Jr Day
25	HS Evening Conferences
26	No Students / K-8 RCs HS Prof Dev

FEBRUARY	
19	No School / Presidents' Day

MARCH	
6^	6-8 Evening Conferences (TBD)
7^	K-5 Flex Learning & S-F Connect 6-8 Evening Conferences
8	No Students / K-8 Prof Dev HS Prof Dev / Report Cards
25-29	Spring Break

APRIL	
25*	HS Evening Conferences
26	No Students / K-12 Comp

MAY	
24	No School / K-5 PD / 6-12 Comp
27	No School / Memorial Day

JUNE	
6	Student Last Day / HS Commencement
7	No Students / Report Cards

January						
S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

February						
S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29		

March						
S	M	T	W	T	F	S
					1	2
3	4	5	6^	7^	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

April						
S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

May						
S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

June						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	13	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

## Student Days / Term

### K-8: Semesters (171)

Fall (Sep 5 – Jan 25)

- 87 days

Spring (Jan 29 – Jun 6)

- 84 days

### HS: Trimesters (171)

Fall (Sep 5 – Nov 30)

- 56 days

Winter (Dec 4 – Mar 7)

- 59 days

Spring (Mar 11 – Jun 6)

- 56 days

## Student-Family Connections

(Parent-Teacher Conferences)

### Grades K-5 (KEC, LC)

#### Fall

Nov 1 – (4:00-8:00 pm) or 4 hrs

Flex Conferencing

Nov 2 – (12:00 pm-8:00 pm)

#### Spring

Mar 6 – (4:00-8:00 pm) or 4 hrs

Flex Conferencing

Mar 7 – (12:00 pm-8:00 pm)

### Grades 6-8 (MS)

#### Fall

TBD – Evening (4:00-8:00 pm)

Nov 2 – Evening (4:00-8:00 pm)

+ 4 hours Flex Conferencing

#### Spring

TBD – Evening (4:00-8:00 pm)

Mar 7 – Evening (4:00-8:00 pm)

+ 4 hours Flex Conferencing

### Grades 9-12 (HS & CLC)

#### Fall

Oct 12 – Evening (4:00-8:00 pm)

+ 4 hours Flex Conferencing

#### Winter

Jan 25 – Evening (4:00-8:00 pm)

+ 4 hours Flex Conferencing

#### Spring

Apr 25 – Evening (4:00-8:00 pm)

+ 4 hours Flex Conferencing

## Teacher Days / Term

### K-8: Semesters (185)

Fall (Aug 28 – Jan 26)

- 97 days

Spring (Jan 29 – Jun 7)

- 88 days

### HS: Trimesters (185)

Fall (Aug 28 – Dec 1)

- 65 days

Winter (Dec 4 – Mar 8)

- 61 days

Spring (Mar 11 – Jun 7)

- 59 days

## Non-Student Days

Aug 28 – Sep 1 (Opening Days)

- 1.25 Classroom Prep
- 2.75 Professional Dev
- 1.00 St-Fam Connect

Oct 9 (Indigenous People's Day)

- K-12: Professional Dev

Nov 3

- K-12: Professional Dev

Nov 22

- K-12: Comp

Dec 1

- K-8: Professional Dev
- HS: PD + Report Cards

Jan 26

- K-8: Report Cards
- HS: Professional Dev

Mar 8

- K-8: Professional Dev
- HS: PD + Report Cards

Apr 26

- K-12: Comp

May 24

- K-5: Professional Dev
- 6-12: Comp

Jun 7

- K-12: Report Cards

## District Holidays

July 4, 2023

September 4, 2023

November 23, 2023

November 24, 2023

December 25, 2023

December 29, 2023

January 1, 2024

January 15, 2024

February 19, 2024

May 27, 2024

## Student-Family Connect Comp

K-5:

- Nov 22 (for Nov 2 + Flex)
- Apr 26 (for Mar 7 + Flex)

6-8:

- Nov 22 (for Nov 1-2)
- Apr 26 (for Mar 6-7)
- May 24 (Fall & Spr Flex)

HS:

- Nov 22 (for Oct 12 + Flex)
- Apr 26 (for Jan 25 + Flex)
- May 24 (for Apr 25 + Flex)

## Scheduled Flex Learning

### K-5 ONLY:

- Nov 2
- Mar 7



## SOUTH ST. PAUL PUBLIC SCHOOLS

### School Board Agenda Item

**Meeting Date:** Monday, February 27, 2023

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

**Action Requested:** Review and Discussion; Approval

**Attachment:** N/A

<b>Topic:</b> American Indian Parent Advisory Committee Annual Vote of Concurrence
<b>Presenter(s):</b> Dr. Chad Schmidt and Lesly Gámez, Office of Equity & Learning, and Chris Johnson, American Indian Community/Cultural Liaison
<p><b>Background:</b></p> <p>American Indian Community/Cultural Liaison Johnson, along with Director Schmidt and Assistant Director Gámez, will present the American Indian Parent Advisory Committee's (AIPAC) Vote of Concurrence along with contextual information about the SSPPS American Indian Education Program.</p> <p>At this time, the SSPPS American Indian Parent Advisory Committee has found that the district is not in compliance with meeting the needs of American Indian students, and therefore cast a vote and resolution of nonconcurrence. Per Minnesota statute, the district will have 60 days upon receipt of this resolution to respond in writing.</p> <p>According to MN Statute 124D.78, the school board must annually submit a resolution of concurrence adopted by the American Indian Parent Advisory Committee prior to March 1.</p>
<p><b>Recommendation:</b></p> <p>Board Chair &amp; Superintendent signature indicating receipt of resolution</p>
<p><b>Alternatives:</b></p> <p>N/A</p>

## Annual Compliance Overview

[Minnesota Statutes, section 124D.78](#) requires Minnesota districts, charters, and tribal schools with 10 or more American Indian students to have an American Indian Parent Advisory Committee (AIPAC). Specifically, the statute cites that school boards and American Indian schools must provide for the maximum involvement of parents and children enrolled in education programs, programs for elementary and secondary grades, special education programs, and support services.

To be compliant with this statutory requirement, districts, charters, and tribal schools are required to submit annual compliance documents to the Office of American Indian Education (OAIE) by March 1 of each year. Also known as the vote of concurrence or nonconcurrence, annual compliance is a valuable opportunity for American Indian Parent Advisory Committee members to meet and discuss whether or not they concur with the educational offerings that have been extended by the district to American Indian students.

## The Vote and Resolution

If the AIPAC finds that the district and/or school board have been meeting the needs of American Indian students, they issue a vote and resolution of concurrence. If they find that the district and/or school board have not been meeting the needs of American Indian students, they issue a vote and resolution of nonconcurrence. This vote is formally reflected on the annual compliance documents. Members of the AIPAC must present the vote and resolution to the school board.

If the vote is one of nonconcurrence, the AIPAC must provide written recommendations for improvement to the school board at the time of the presentation. The school board then has 60 days in which to respond in writing to the AIPAC recommendations. A copy of this written response must be provided to the OAIE.

## Completing and Submitting the Documents

***The following items are required when submitting annual compliance:***

- ✓ The annual compliance/vote of concurrence or nonconcurrence document.
- ✓ The AIPAC resolution document.
- ✓ The AIPAC roster and district employee sign-in sheet (available to download on the OAIE webpage).
- ✓ The American Indian Education Aid Program Plan Review.

***All items are fillable PDF forms. When completing, remember to:***

- Include the district or school name and identifying number.
- Place a check mark or X next to the applicable vote.
- Include all dates as indicated.
- Add all signatures as required. *\*Digital signatures are accepted.*
- Use the drop-down menu in the roster to select the appropriate committee member options.

***The District or School Does Not Have an AIPAC:***

Districts or schools that do not have an AIPAC are still required to complete this paperwork.

- Place a check mark or X next to “Does Not Have an AIPAC”.
- Obtain the signature of the superintendent or charter/tribal school director and the school board chair. The resolution page is not required.

***Submission Deadline:***

Email all required items **by March 1** to: [MDE.AnnualCompliance@state.mn.us](mailto:MDE.AnnualCompliance@state.mn.us)

# Annual Compliance/Vote of Concurrence or Nonconcurrence

**District, Charter, or Tribal School Name:** Special School District No. 6, South St Paul Public Schools

## The American Indian Parent Advisory Committee Vote

       ***The AIPAC Issued a Vote of Concurrence***

Date of Concurrent Vote: \_\_\_\_\_

Date the AIPAC presented to the school board: \_\_\_\_\_

  X   ***The AIPAC Issued a Vote of Nonconcurrence***

**A vote of nonconcurrence** requires the AIPAC to provide specific written recommendations for improvement to the school board. The school board is required to respond in writing to each recommendation within 60 days of the recommendations being put forth. The school board must provide this written response to both the AIPAC and to the Office of Indian Education.

Date of Nonconcurrent vote: February 25, 2023

Date the AIPAC presented to the school board: February 27, 2023

Date the written response from the school board is due: April 28, 2023

       ***The District/School Does Not Have an AIPAC***

The district has not yet formed an AIPAC, but recognizes the need to do so in order to remain compliant with Minnesota Statutes, section 124D.78. By signing below, the district/school leadership commits to working with the Office of American Indian Education on committee formation.

## Required signatures

*\*Digital signatures are accepted*

\_\_\_\_\_  
*School Board Chairperson* *Date*

\_\_\_\_\_  
*Superintendent or Charter/Tribal School Director* *Date*

\_\_\_\_\_  
*AIPAC Chairperson* *Date*

# The American Indian Parent Advisory Committee Resolution

**WHEREAS**, the school board or district has an AIPAC composed of parents/guardians of American Indian children who are eligible for Indian education programs, American Indian language and culture teachers and paraprofessionals, American Indian teachers, American Indian counselors, American Indian adults enrolled in educational programming, and American Indian representatives from community;

**WHEREAS**, the school board or district affords the AIPAC the necessary information and the opportunity to effectively express their views concerning all aspects of American Indian education and the educational needs of the American Indian children enrolled in the school(s) and program(s); and,

**WHEREAS**, the AIPAC is directly involved with and advises the school board and district staff on Indian Education program planning; and,

**WHEREAS**, the AIPAC develops and submits recommendations to the school board and district staff pertaining to the needs of American Indian students.

**THEREFORE BE IT RESOLVED**, that the AIPAC concurs that the school board and district are compliant with Minnesota Statutes, section 124D.78, and that the school board and district are meeting the needs of American Indian students.

\_\_\_\_\_ **We, the American Indian Parent Advisory Committee**, issue a **Vote of Concurrence**. We attest that the school board and/or district are compliant with Minnesota Statutes and that the school board and/or district are meeting the needs of American Indian students; **or**,

X \_\_\_\_\_ **We, the American Indian Parent Advisory Committee**, issue a **Vote of Nonconcurrence**. We attest that the school board and/or district are not compliant with Minnesota Statutes and that the school board and/or district are not meeting the needs of American Indian students. We have provided written recommendations for improvements to the school board, and we acknowledge that the school board has 60 days from the receipt of these recommendations in which to respond, in writing, to each recommendation.

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*AIPAC Chairperson Printed Name and Signature*

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*Date*

